

~~SECRET/EYES ONLY~~~~CONFIDENTIAL~~

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 12 November 1958

Present: C/MS - Chairman Dr. Tietjen
 C/OD - Voting Member
 C/TSD - Voting Member
 AC/PS - Voting Member
 C/SD - Executive Secretary
 Acting Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The minutes of the Medical Staff Career Service Board Meeting of 29 October 1958 were approved by the Members without comment.

2. Resolution for Policy Adoption

The Executive Secretary presented a draft of a Resolution concerning the Extension of Tours which the Acting Executive Secretary was requested to draw up at the last meeting. The attached Resolution was agreed upon by the Medical Technicians and Administrative Panel and was presented to the Board Members for their concurrence. The Board suggested the word "routine" in paragraph 3 be replaced by the word "careful" and the phrase "the Staff is in favor of" in paragraph 1a be deleted. With these changes, the Resolution was approved and will become effective immediately.

3. Review of Procedure for SD:SM Promotions

The Procedure for SD:SM Promotions was reviewed and the Executive Secretary was asked to address a memorandum to the Medical Technicians and Administrative Panel outlining procedures now being followed, those followed in the past, and requesting their views on the subject.

4. Promotions

25X1A9a

a. [REDACTED], GS-14, Clinical Psychologist. The Executive Secretary reviewed a request for promotion of [REDACTED] to 25X1A9a GS-15 as initiated by [REDACTED]. The Executive Secretary endorsed this promotion without question. A discussion followed and C/MS requested the promotion be held in abeyance until he and AC/PS talked further about the matter.

25X1A9a

25X1A9a b. [REDACTED], GS-10, Medical Service Officer. The Executive Secretary reviewed a request from the Chief of Station, [REDACTED] for the 25X1A6a promotion of [REDACTED] to a GS-11 and the Executive Secretary endorsed the recommendation. The Board concurred in the recommendation and the promotion was approved.

14 APR 1981 BY 029725

ORIG /	REV DATE	14 APR 1981	BY	029725
ORIG COMP	39	TYPE	0/	
ORIG CLASS	5	REV CLASS	C	
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25X1A9a c. [REDACTED], GS-10, Medical Service Officer. A request from
25X1A6a the Chief of Station, [REDACTED] for the promotion of [REDACTED] to a GS-11 25X1A9a
was reviewed and the Executive Secretary recommended concurrence. The
Board Members approved the promotion.

25X1A9a d. [REDACTED] GS-8, Medical Technician. Recommendations
25X1A6a were received from the Chief of Station, [REDACTED] and the Chief of Station, 25X1A6a
[REDACTED] for the promotion of [REDACTED] to a GS-9. The Board concurred 25X1A9a
in the recommendations.

25X1A9a e. [REDACTED], GS-6, Secretary-Stenographer. A request
from AC/PS for the promotion of [REDACTED] to a GS-7 was reviewed 25X1A9a
and endorsed by the Executive Secretary. The Board Members approved the
promotion.

5. Review of Training Evaluation Reports

The Board noted the receipt of Training Evaluation Reports on the
. following personnel:

25X1A9a [REDACTED]
E-5, Clerk-Typist
[REDACTED], GS-3, Clerk-Typist

[REDACTED]
GS-3, Clerk

C/MS requested the Medical Staff Training Officer to check the secretarial capabilities of the girls on the Medical Staff. Those whose skills are not up to par will be placed in training. C/MS would like them to be able to type tapes, and he would like a proficiency built up among the clerical employees.

6. Miscellaneous

C/MS suggested the order of topics on the Career Service Board Agenda be revised so Review of Fitness Reports would precede Promotions and Review of Field Reassignment Questionnaires would precede Assignments.

7. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

25X1A9a [REDACTED]
GS-14, Clinical Psychologist
[REDACTED]
S-13, Clinical Psychologist
[REDACTED]
2, Administrative Officer (D Ch)
[REDACTED]
Administrative Assistant
[REDACTED]
3, Medical Technician (Sup)

8. Review of Field Reassignment Questionnaires and Assignments

At the suggestion of C/MS, these two topics were discussed simultaneously. The Executive Secretary announced the following vacancies naming the incumbents and the designated candidates for these positions:

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25X1A6a

	<u>Encumbent</u>	<u>Position Vacancy</u>	<u>Candidate</u>		
25X1A9a	[REDACTED]	Med. Tech., GS-8, Med. Tech., GS-9, Med. Tech., GS-8, Med. Tech., GS-9, Med. Tech., GS-9, Med. Tech., GS-9,	[REDACTED]	[REDACTED]	25X1A9a

Field Reassignment Questionnaires on the above incumbents were reviewed, and no tour extensions were requested. A discussion ensued regarding the suitability of the suggested replacements. The Board Members decided on [REDACTED] in the Medical Technician, GS-8 slot at [REDACTED] with an ETA of March 1959. The remaining vacancies were not filled, and C/OD and C/SD will meet before the next meeting regarding preliminary staffing of the remaining vacant positions.

Attachment:
As stated above (Revised Copy)

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